

REQUEST TO FILL VACANCY

Position Vacancy 2 Part Time Seasonal Laborer
Department Highway
Vacancy Result of: Summer help

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

1. Job Description: Temporary Seasonal Laborer
2. Departmental Organizational Chart
3. Severance Payout Calculations for Terminating Employee (if applicable)

Vacation	\$ _____
Sick Leave	\$ _____
Employee Retirement Recognition	\$ _____
Other	\$ _____
Total	\$ _____

4. Explain the effects of leaving the vacancy until severance is accumulated.
 NA
5. Explain the effects of not filling the position or discussion of alternatives.
 The Highway Department will be short 1 FTE due to deployment for guard duty, and filling these positions will help fill that void temporarily without hiring a FTE. Around the time these employees depart from these positions we will have the help of the weed/highway department workers coming back over to the highway department.
6. Provide description of departmental discussions about the vacancy.
 Cliff, Jeff, and myself along with the crew all agreed Colin Walth was very easy to work with and would like to see him come back to fill 1 of these positions for the summer.
7. Estimated length of time to fill the position after approval.
 2 weeks
8. Any additional comments?
 We have last year's Temporary Seasonal Laborer interested in coming back to help us out this summer.



Department Manager

4/15/2020

Date

Request for filling of vacancy: _____ Approved _____ Denied

County Commission Date

Chairman, Brookings

POSITION TITLE: Temporary Seasonal Laborer
DEPARTMENT: Highway
REPORTS TO: Highway Superintendent, Lead Foreman & Foreman
FLSA STATUS: Non-Exempt
WAGE GRADE: 3

DESCRIPTION OF WORK

General Statement of Duties

The fundamental reason this classification exists is to operate safely and efficiently pick-up trucks, lawn mowers, or other small equipment of the Highway Department. Work in progress is often performed without immediate supervision. Work is evaluated based on the care exercised in driving and the degree of effectiveness in staying on task, loading, transporting, and unloading materials.

Examples of Duties: (Any one position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in positions of this grade.)

Highway Department Duties

Perform skilled activities on specialty crew, maintenance crew or construction crew. Work depends on crew assignment but may include: project inspection activities, flagging, repairing fences and signs, striping highways, repairing bridges and concrete, Right-of-Way clean-up, hand or machine mowing, driving pick-up truck, asphalt patching, sealing, painting, general clean up, transporting, loading and unloading materials.

Other Duties

- Communicate any unsafe conditions or accidents/injuries in a timely manner to the Supervisor in order to facilitate prompt correction or reporting.
- Prepare and keep records related to work order requests, labor expenditures, job status, estimates, and proposed or completed projects.
- Attend training sessions and meetings as required.
- Perform work in a manner consistent with safe practices.
- Develop and maintain positive, professional relationships with the general public and other employees.
- Perform other such duties and functions as assigned and necessary to the proper performance of the position.

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- Ability to safely drive pick-up truck, passenger vehicle, and/or small equipment.
- Ability to perform manual labor, withstand variable weather conditions, and work extended hours if necessary.
- Ability to understand and follow both written and verbal instructions.
- Valid driver's license – Class 1 Car/Light Truck/Moped/Non-CDL Vehicles.
- Ability to obtain the South Dakota Department of Transportation Traffic Flagging Certification.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to communicate with co-workers, supervisory staff, citizens, etc.
- The employee is regularly required to sit and use hands to finger, handle, or feel.
- The employee is frequently required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, and crouch, or crawl.
- The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds with assistance.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles; toxic or caustic chemicals; employee is exposed to outside weather conditions.
- The noise level in the work environment is usually moderate but may be occasionally loud.

Examination, Testing, and Certification

The Examination, Testing and Certification described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Successful competition in written and/or oral interviews.
- Other such examination as deemed appropriate and necessary by the Superintendent and/or County.

Requirements

Must be age 18. Valid driver's license – Class 1 Car/Light Truck/Moped/Non-CDL Vehicles.

Education

- High School Diploma or GED Certificate preferred

Any equivalent combination of education and experience as is acceptable to the hiring authority.

Commission Chairperson

Date